



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the part-time (17.5 hrs/week) position of:

Municipal Assistant Department of Public Facilities

Starting Hourly Rate: \$19.31-\$22.71
No Benefits

The **REQUIRED** Town of Lexington application form must be received in the
Town's Human Resource Department
by Friday, September 11, 2015

GENERAL SUMMARY:

Under the supervision of the Office Manager, perform administrative work assisting the DPF with project documentation, filing and archiving files into Laserfiche in compliance with state and local requirements.

ESSENTIAL JOB FUNCTIONS:

- ◆ Track Work with office staff to identify appropriate projects to document.
- ◆ Scan documents into Laserfiche and archive in the appropriate electronic file.
- ◆ Perform other similar or related duties as required, or as funds allow.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

High School diploma with one to three years of increasingly responsible related administrative support experience.

ADVANCED EDUCATION & EXPERIENCE:

None.

QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods and computer/software equipment.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Principles and procedures of confidential record keeping.
- ◆ Business letter writing and basic report preparation techniques.
- ◆ Effective customer service techniques.

Ability to:

- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment which involves close contact with coworkers and the public.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment not subject to extremes of temperature, noise, odor, etc. Operates computer, printer, photocopier, fax machine, telephone, two-way radio, coin counter, typewriter, adding machine, and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

**Application must be received in the Town's Human Resource Department
by Friday, September 11, 2015**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interests of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593
